



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

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Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

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Bill Dodd
Napa County and Cities

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U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

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Alameda County

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Sonoma County and Cities

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San Francisco Mayor's Appointee

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Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

May 11, 2011
MINUTES

Attendance

Chair Haggerty called the meeting to order at approximately 10:07 a.m. Committee members present were: Vice Chair Cortese, Commissioners Campos, Bates, Glover, Kinsey and Sartipi. Commissioners Tissier and Rein-Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc members of the Committee were: Giacomini, Green, Halsted, Mackenzie and Sperring.

Item 2: Consent Calendar: It was moved by Commissioner Cortese to approve the following items on the Consent Calendar and seconded by Commissioner Bates. Motion passed unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of April 13, 2011.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of March: Report of Operating Income for FY 2010-11 as of March 2011; Report of Operating Expenditures for FY 2010-11 as of March 2011; Report of Capital Projects for FY 2010-11 as of March 2011; FY 2010-11 Contract Services Disbursement Report for March 2011. For the month of March 2011, the monthly financial report listed thirteen (13) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through March 2011.

Item 2c: Investment Report

The Committee received the Investment Report for the month of March 2011.

Item 2d: Contract Amendments: Ancillary Audits and Consulting Services

- i. Caporicci & Larson CPA, Oakland, CA
- ii. KPMG LLP, Sacramento, CA
- iii. Deloitte & Touche LLP, San Francisco, CA
- iv. Macias, Gini & O'Donnell LLP, Walnut Creek, CA

Item 2d: Contract Amendments: Ancillary Audits and Consulting Services (continued)

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with the above four firms in cumulative amounts not to exceed \$300,000, to perform the assurance, audit and consulting services for MTC, MTC SAFE and BATA for fiscal year ending June 30, 2012. The Executive Director or his designated representative may assign the audit engagements to any of these firms based on MTC's requirements, firm expertise, and staff availability as long as the total amount of all amendments does not exceed \$300,000. The Chief Financial Officer was authorized to set aside funds for such amendments.

Item 2e: Purchase Order Amendment: Project-based Agency Staffing Services – Blackstone Technology

The Committee authorized the Executive Director or his designee to issue a purchase order amendment to Blackstone Technology to provide project-based staffing services and the Chief Financial Officer was directed to set aside \$107,800 in FY 2010-11 funds for such purchase order amendment.

Item 2f: Contract Amendment: Climate Initiatives Public Outreach: Riezebos Holzbaur Group, LLC (RHDG)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with RHDG for Climate Initiatives Public Outreach an amount not to exceed \$100,000 and the Chief Financial Officer was directed to set aside funds for such amendment.

Item 3: Draft MTC FY 2011-12 Agency Budget

Brian Mayhew, Chief Financial Officer, presented a draft MTC agency budget for FY 2011-12. The final budget will be presented to the Committee at its June 2011 meeting for referral to the full Commission for approval.

Item 4: Funding Agreement California Household Travel Survey –

The Committee authorized the Executive Director or his designee to negotiate and enter into a funding agreement with the California Department of Transportation to collect additional household surveys in the Bay Area during the California Household Travel Survey, and the Chief Financial Officer was authorized to set aside funds up to \$1,565,000 for such funding agreement.

Chair Haggerty inquired as to the selection process of NuStats, LLC, Caltran's survey consultant. Shimon Israel, MTC Planning, responded that Caltrans conducted a competitive bid process and MTC was included in the review of RFPs. He explained that NuStats is one of the largest travel survey agencies and possessed the criteria being sought.

The staff recommendation was moved by Commissioner Bates and seconded by Commissioner Cortese. Motion passed unanimously.

Item 5: Resolution No. 4010 – FY 2011-12 Overall Work Program (OWP)

Upon the motion of Commissioner Cortese and the second by Commissioner Bates, the Committee referred Resolution No. 4010 to the full Commission which approves the OWP which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, Caltrans, and other local transportation partners.

Item 6: Closed Session

At approximately 10:16 a.m. Committee Chair Haggerty adjourned to closed session pursuant to Government Code Section 54957.6 to confer regarding ongoing negotiations of a new memorandum of understanding with represented agency employees groups effective July 1, 2011.

Item 7: Open Session

The Committee reconvened in open session at 10:46 a.m. Chair Haggerty reported that there was no action taken in closed session.

Item 8: Other Business/Public Comment/Adjourn

There being no further business or public comment, the meeting was adjourned at approximately 10:48 a.m. The next Committee meeting date will be on June 8, 2011 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

